



Lumpkin County, Georgia

Finance Department

Date: December 23, 2010

Agenda Item: Funding Opportunity
Criminal Justice Coordinating Council
2010 STOP Violence Against Women Act
Domestic Violence Officer

Item Description: Earlier this year, the County submitted an application for continuation funding of its Domestic Violence Investigator position to the Criminal Justice Coordinating Council (CJCC). This week, the County received notification from Governor Purdue's Office that its application had been approved by CJCC.

**Facts & Historical
Information:**

In 2004, Lumpkin County obtained funding from CJCC to establish the position of a Domestic Violence Investigator (DVI) within the Sheriff's Office. This position remained filled until the end of 2008 when the initial grant period expired. The position was then frozen due to the lack of available local funding. In late 2009, the County became eligible to submit a new application and successfully obtained a grant from CJCC to reinstate the position. In October of 2010, the County was eligible to submit a continuation application to CJCC for the purpose of securing funding of the position for the year 2011. CJCC approved the County's continuation application in December 2010.

The primary duty of the DVI is to serve female victims of domestic violence and other crimes committed against women. The DVI possesses a skill-set that enables him/her to address the specific needs of the victims being served. The DVI also works closely with community partners such as No One Alone (NOA) to ensure victims are aware of the services available to them. Once the DVI has assisted victims with their immediate needs, he/she coordinates with staff from the District Attorney's Office for the purpose of achieving successful prosecution.

In addition to working directly with victims of domestic violence, the DVI also works with other County Departments (i.e. – EMS, Senior Center, Etc.) and various community partners (i.e. – NOA, Civic Organizations, Nursing Homes, Etc.) to increase awareness of domestic violence.

**Potential Courses
of Action:**

- A. Accept the 2010 STOP Violence Against Women Act (VAWA) grant award for the purpose of funding the DVI position.
- B. Reject the 2010 STOP Violence Against Women Act (VAWA) grant award and identify other funding sources to continue the DVI position.
- C. Reject the 2010 STOP Violence Against Women Act (VAWA) grant award and discontinue the DVI position.

Budget Impact:

If the County should accept the grant, there is a twenty-five (25) % local cash match requirement. Funds have been budgeted in the County's FY-2011 Budget to meet this match requirement.

\$37,620.00	Grant Award
<u>12,540.00</u>	Local Match
\$50,160.00	Total



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0900

Sonny Perdue
GOVERNOR

December 17, 2010

Scott Martin
Captain - Criminal Investigations Division
Lumpkin County
385 East Main Street
Dahlonega, GA 30533

Dear Mr. Martin:

It is my pleasure to inform you of action by the Criminal Justice Coordinating Council to award funds in the amount of \$37,620 in support of your victim services and/or criminal justice systems improvement initiative under the 2010 STOP Violence Against Women Act (VAWA). The award is effective January 1, 2011.

Ensuring our citizens' public safety and addressing the needs of innocent victims of crime remain among my highest priorities for our state, especially in this challenging financial period. The 64 initiatives funded under the STOP VAWA program this year will play a significant role in our criminal justice system by providing direct services to crime victims throughout Georgia. Your work is integral to this effort and to assuring victims experience fairness and justice throughout their involvement with our criminal justice system.

Soon you will receive detailed information from Kenley Finlayson, Director of the Criminal Justice Coordinating Council, pertaining to the grant award and your associated responsibilities. I congratulate you and thank you for your continued support of crime victims in Georgia.

Sincerely,

Sonny Perdue
Sonny Perdue

SP:kf



CRIMINAL JUSTICE COORDINATING COUNCIL

104 Marietta Street, NW • Suite 440 • Atlanta, GA • 30303-2743
404/657-1956 • 877/231-6590 • 404/657-1957 (Fax) • 404/463-7650 (TTY)

December 17, 2010

Dear Colleague:

Congratulations on receiving an award under the 2010 S.T.O.P. Violence Against Women Act (VAWA) Formula Grant program. Your 2010 S.T.O.P. VAWA award package is enclosed. Please refer to the instructions when completing the award documents and pay particular attention to the special conditions as they are the terms that govern your award. In addition to the required signature of the Authorized Official, *each special condition must be initialed by the Project Director*. Furthermore, please remember to include a revised detailed budget documenting all planned expenditures for federal and matching funds. Guidelines for revising your budget can be found in your award package.

Your completed award package must be returned by **January 31, 2011** to the address provided on the letterhead above. If you believe there is an error in the amount of your award, you may appeal within fifteen (15) days of receipt of this correspondence by submitting a letter to me and/or the Chairperson of the Criminal Justice Systems Advisory Committee. The letter should include the grounds for an appeal along with justification. At its next scheduled meeting, the Committee will review any appeals and provide its final recommendations to staff for further action.

If you have any questions regarding the execution of the enclosed documents or the administration of your project, feel free to contact Allyson Richardson, Program Director, Criminal Justice System Improvement Unit, or any auditor at 404-657-1956. We look forward to supporting you in assisting victims during the upcoming grant period.

Sincerely,

Kenley Finlayson
Director
Criminal Justice Coordinating Council

KF: aer

**OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL**

2010 STOP VIOLENCE AGAINST WOMEN ACT PROGRAM GRANT

SUBGRANT AWARD

SUBGRANTEE: Lumpkin County Commission

IMPLEMENTING

AGENCY: Lumpkin County

FUNDING CATEGORY: Law Enforcement

SUBGRANT NUMBER: W10-8-042

FEDERAL FUNDS: \$ 37,620

MATCHING FUNDS: \$ 12,540

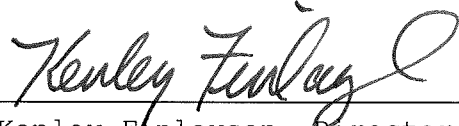
TOTAL FUNDS: \$ 50,160

GRANT PERIOD: 01/01/11-12/31/11

Award is hereby made in the amount and for the period shown above for a grant under the Violence Against Women Act (VAWA) as set out in Title IV, of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322. The award is made in accordance with the plan set forth in the application of the Subgrantee and subject to any attached special conditions.

The Subgrantee has agreed through the previously executed copy of certified assurances to be subject to all applicable rules, regulations, and conditions of the Violence Against Women Act. This Subgrant shall become effective on the beginning date of the grant period, provided that within forty-five (45) days of the award execution date (below) the properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council.

AGENCY APPROVAL



Kenley Finlayson, Director
Criminal Justice Coordinating Council

Date Executed: 01/01/11

SUBGRANTEE APPROVAL

Signature of Authorized Official _____ Date _____

Dr. John E. Raber, Commission Chair

Typed Name & Title of Authorized Official _____

58-6000857-001

Employer Tax Identification Number (EIN) _____

INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	11xxx	1	01/01/11	9		**	W10-8-042
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	11yy2				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	2010 VAWA Continuation	624.41	\$ 37,620

CRIMINAL JUSTICE COORDINATING COUNCIL
2010 STOP VIOLENCE AGAINST WOMEN ACT PROGRAM GRANT

SPECIAL CONDITIONS

SUBGRANTEE: Lumpkin County Commission
FUNDING CATEGORY: Law Enforcement
SUBGRANT NUMBER: W10-8-042
SUBGRANT AWARD: \$37,620

1. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

In addition, subgrantees who provide hotline service will provide documentation of a contract for 24-hour language interpretation service for callers who do not speak English. Subgrantees who provide hotline service will ensure that their TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

Initials _____

2. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits subgrantees from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Initials _____

3. In accordance with Federal regulations, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice for review within 60 days from the date of this award. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization must prepare an Equal Employment Opportunity Plan (EEOP), but it does not have to submit the EEOP to OCR for

review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR within 60 days from the date of this award. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR within 60 days from the date of this award. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

4. In the event a federal or state court or federal or state administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, national origin, or sex, your organization must submit a copy of the finding to the Office of Civil Rights and the Criminal Justice Coordinating Council.

Initials _____

5. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in non-federal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

6. The subgrantee certifies that all matching funds required to pay the non-federal portion of the project awarded subgrant funds will be in addition to funds otherwise made available for project activities.

Initials _____

7. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrant shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, the Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

8. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the Office of Justice Program's Financial Guide for Grants (<http://www.ojp.usdoj.gov/financialguide/index.htm>). All services paid by federal and/or matching funds must have a valid contract that has been pre-approved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

9. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by a detailed project budget that itemizes all projected expenditures, a revised project summary and revised implementation. The project budget, summary and logic model will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

Initials _____

10. The subgrantee must submit subsequent requests to revise the budget, project summary and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

11. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

12. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

13. The subgrantee agrees that consultant/contractor fees in excess of \$450.00 per eight hour day (\$56.25 per hour) must have prior approval from the Office of Justice Programs and the Criminal Justice Coordinating Council.

Initials _____

14. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted. The subgrantee further understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of Office of Justice Programs.

Initials _____

15. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension,

Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

Initials _____

16. Repeatedly late submission of any reports will result in a recommendation to the Criminal Justice Coordinating Council for a 10% reduction in your award. These reports include but are not limited to Subgrant Expenditure Reports, Progress Reports, Outcome Performance Measures and Annual Local Victim Assistance Add-on Fund Reports.

Initials _____

17. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials _____

18. Subgrantees who provide emergency shelter agree that, if their agency cannot shelter a domestic violence victim, they will identify available resources and assist the victim in developing and implementing a feasible plan to access other emergency shelter.

Initials _____

19. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____

20. Subgrantees providing victim assistance must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to the Criminal Justice Coordinating Council regarding the receipt and expenditure of these funds by January 30 each year per O.C.G.A. § 15-21-132.

Initials _____

21. The Sub grantee agrees not to use grant funds to purchase law enforcement equipment, including uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.

Initials _____

22. The Sub grantee agrees that grant funds will not support activities that may compromise victim safety, such as pre-trial diversion programs or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.

Initials _____

23. The Subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia State law (O.C.G.A. Chapter 17).
Initials _____
24. The subgrantee agrees to abide by the Program Guidelines and statutory purpose areas in 42 U.S.C.A. § 3796gg for the STOP Violence Against Women Grant program. Program guidelines are titled "Frequently Asked Questions on STOP Formula Grants" and are located at:
http://www.ovw.usdoj.gov/docs/FAQ_FINAL_nov_21_07.pdf.
- The sub grantee also agrees to adhere to all certification requirements for receiving STOP funds under, 42 U.S.C.A. § 3796gg-4 and 42 U.S.C.A. § 3796gg-5, as well as, the Georgia statutes codifying these requirements (O.C.G.A. § 17-5-72 & 73).
- Initials _____
25. The Subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq).
Initials _____
26. The Subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq).
Initials _____
27. For all projects funded under the categories of Law Enforcement and Prosecution, the Subgrantee must create and enter into a Memorandum of Understanding (MOU) with all local domestic violence shelters and/or sexual assault centers showing that they have been consulted to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. This current MOU must be submitted to the Criminal Justice Coordinating Council for approval within the first six months of the grant period. Also, a training component (including agencies cited in the MOU) must be included as part of this document (MOU).
Initials _____
28. The Subgrantee agrees that each project employee (new or existing) will attend and successfully complete at least eight (8) hours of training in the areas of domestic violence sexual assault and/or stalking. Please provide a request for a proposed training to CJCC for approval at least 15 days prior to the proposed training date. If the sub grantee uses STOP funds to provide any training to persons outside their agency, they agree to submit an agenda and any training materials to be paid for with the STOP grant for CJCC's approval no later than 30 days prior to the scheduled training.
Initials _____
29. The Sub grantee agrees to submit all materials to be printed with grant funds to the CJCC for approval no later than 30 days prior to sending them to the printer. CJCC reserves the right to disallow all or part of any proposed publication that will be paid for with grant funds.

Initials _____

30. The Sub grantee agrees not to use grant funds to develop or present a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. Funds will not be used to teach primary or secondary school students from an already existing curriculum.
31. The Sub grantee agrees not to use grant funds to conduct public awareness or community education campaigns or related activities. Grants funds may be used to support, inform, and outreach to victims about available services.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Typed name of

Authorized Official: Dr. John E. Raber Title : Commission Chair

Signature : _____ Date : _____

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Lumpkin County Commission

PROJECT TITLE: Domestic Violence Investigator

☒ Mr. ☐ Ms.

Mark French

PROJECT DIRECTOR NAME (Type or Print)

Budget & Grant Analyst - Lumpkin County

Title and Agency

194 Courthouse Hill - Annex A

Dahlonega, GA

30533

Official Agency Mailing Address

City

Zip

706-482-2552

706-864-0116

Daytime Telephone Number

Fax Number

mark.french@lumpkincounty.gov

E-Mail Address

☐ Mr. ☒ Ms.

C. Allison Martin

FINANCIAL OFFICER (Type or Print)

Finance Director - Lumpkin County

Title and Agency

194 Courthouse Hill - Annex A

Dahlonega, GA

30533

Official Agency Mailing Address

City

Zip

706-482-2550

706-864-0116

Daytime Telephone Number

Fax Number

allison.martin@lumpkincounty.gov

E-Mail Address

☒ Mr. ☐ Ms.

Dr. John E. Raber

AUTHORIZED OFFICIAL (Type or Print)

Commission Chair - Lumpkin County Commission

Title and Agency

99 Courthouse Hill - Suite A

Dahlonega, GA

30533

Official Agency Mailing Address

City

Zip

706-864-3742

706-867-4760

Daytime Telephone Number

Fax Number

john.raber@lumpkincounty.gov

E-Mail Address

U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

**Federal Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Dr. John E. Raber, Commission Chair

Name and Title of Authorized Representative

Signature

Date

Lumpkin County Commission

Name of Organization

**99 Courthouse Hill - Suite A
Dahlonega, GA 30533**

Address of Organization

CIVIL RIGHTS REQUIREMENTS

Generally, employees and beneficiaries of agencies or organizations that receive federal funding are protected by civil rights laws. These laws prohibit certain types of discrimination in employment practices and in delivery of services. Please list the contact information of the person responsible for civil rights compliance within your organization.

- (1) Civil Rights Contact Person: Fran Sullens
- (2) Title/Address: Human Resource Director
99 Courthouse Hill - Suite A
Dahlonega, GA 30533
- (3) Telephone Number: (706) 482-2573
- (4) Number of persons employed
by the organizational unit
(agency) responsible for
administering the sub-grant: -295-

For more information regarding civil rights requirements, go to www.ojp.usdoj.gov/ocr/

AUDIT REQUIREMENTS

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A-133, as amended, which is effective regarding audits beginning July 1, 1996 and thereafter. The type of audit required under the Circular is dependent upon the amount of total Federal funds expended in the sub-recipient's fiscal year.

State or local governments and non-profit organizations that expend \$500,000 or more a year in Federal funds shall have an audit made in accordance with the Single Audit Act of 1984 and OMB Circular A-133, as amended. This audit report is due in the State Administering Agency's office not later than nine (9) months after the end of the sub-recipient's fiscal year.

State or local governments that expend less than \$500,000 in federal funds yearly shall be exempt from compliance with the Single Audit Act and other Federal audit requirements.

[NOTE: This does not exempt you from the requirement to maintain, produce, and report financial and other records and documentation relative to the expenditure of these grant funds upon request of the State or Federal Agency administering this program.]

Please provide the following information:

Period of Fiscal Year:	<u>January 01 to December 31</u>
Date of Last Audit:	<u>December 31, 2009</u>
Date of Next Audit:	<u>December 31, 2010</u>
Anticipated Date Next Scheduled Audit Will Be Forwarded to the Council:	<u>June 30, 2011</u>

[NOTE: If the total amount of your agency's federal funds expenditures (including this grant) does not equal or exceed \$500,000 you may write "Not Applicable" in this space.]

**CRIMINAL JUSTICE COORDINATING COUNCIL
REIMBURSEMENT SELECTION FORM**

SUBGRANT NUMBER: W10-8-042

AGENCY NAME: Lumpkin County Commission

1. SELECT A SCHEDULE FOR SUBMITTING REIMBURSEMENTS (CHECK ONE BOX)

- ☐ **MONTHLY** (Requests for reimbursement are due 15 days after the end of the month)
- ☒ **QUARTERLY** (Requests for reimbursement are due 30 days after the end of the quarter)

2. SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK ONE BOX)

- ☒ **ELECTRONIC FUNDS TRANSFER** (Reimbursements will be deposited into the bank account listed below.
A voided check must be attached to ensure proper routing of funds.)

BANK NAME: United Community Bank

BANK ROUTING NUMBER: 061112843

BANK ACCOUNT NUMBER: 2004139131

AGENCY CONTACT NAME: Mark French

AGENCY CONTACT
TELEPHONE NUMBER: (706) 482-2552

AGENCY AUTHORIZED
OFFICIAL NAME AND TITLE: Dr. John E. Raber, Commission Chair

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

- ☐ **CHECK** (Reimbursements will be mailed in the form of a check to the address listed below)

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

ATTENTION: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

For CJCC Use ONLY

CJCC Auditor:	
Phone Number:	
Grant Award Number:	
GBI Entry Initial/Date:	

REMITTANCE ADVICE

DATE	INVOICE NUMBER	GROSS AMOUNT	DISCOUNT	NET AMOUNT
VOID				

ORIGINAL DOCUMENT IS PRINTED ON CHEMICAL REACTIVE PAPER & HAS MICROPRINTED SIGNATURE LINE AND BORDER

UNITED
COMMUNITY BANK
Dahlonega, Georgia 30533

64-1284
611

125834

Lumpkin County Board of Commissioners
94 Courthouse Hill, Annex A
Dahlonega, Georgia 30533

DATE

PAY THIS AMOUNT

PAY
TO
THE
ORDER
OF

AUTHORIZED SIGNATURE

125834 06112843 2004139131

125834

REMITTANCE ADVICE

INVOICE DATE	INVOICE NUMBER	GROSS AMOUNT	DISCOUNT	NET AMOUNT
VOID				

JOB TITLE: Domestic Violence Investigator

DEPARTMENT: Sheriff, Lumpkin County

JOB SUMMARY: This position is responsible for conducting investigations related to domestic violence and other crimes committed against women.

MAJOR DUTIES:

- Conducts investigations of assigned cases to identify and apprehend offenders and solve cases, conducts follow-up investigations as directed;
- Serves as back-up officer in the field as necessary;
- Responds to crime scenes, receives an initial report from the Deputy Sheriff on patrol and examines the scene of the crime to obtain clues and gather evidence;
- Conducts search and seizure operations;
- Investigates suspected criminals and the facts of assigned cases to detect criminal activity;
- Obtains and serves search, criminal, and arrest warrants, apprehends and arrests suspects;
- Presents cases to the Grand Jury for indictments;
- Interviews complainants, witnesses, victims, suspects, and informants in person and by telephone, obtains statements, maintains case information;
- Identifies, collects, marks, and preserves physical evidence, maintains log of persons entering/leaving crime scenes, photographs crime scenes, lifts fingerprints, makes composites, and transfers evidence to the evidence custodian;
- Plans court presentations with prosecuting attorneys, presents evidence and information, and testifies in judicial proceedings;
- Develops intelligence resources for use in investigations, participates in undercover operations;
- Reviews investigative information, writes and files case reports and supplements;
- Assists other law enforcement agencies with investigations upon request, provides information on criminal activity to federal, state and local law enforcement agents;
- Coordinates investigative work with other local and state agencies, assists other investigators as needed;
- Attends training sessions as required;
- Renders first aid and emergency medical assistance as required;
- Coordinates with community partners for the purpose of providing victim support services;
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal, state and local laws, criminal and traffic laws, and department policies and procedures;
- Knowledge of boundaries and geography of the county;
- Knowledge of method and practices of modern crime scene analysis;
- Knowledge of criminal investigation methods, practices, and equipment;
- Knowledge of criminal justice system and court procedures;

- Knowledge of first-aid and CPR techniques;
- Skill in comparing and identifying fingerprints;
- Skill in the use of firearms, communications equipment, and other standard and specialized equipment;
- Skill in the use of a computer;
- Skill in the use of photographic and surveillance equipment, audio and video equipment, radios, and various emergency equipment;
- Skill in maintaining files and records;
- Skill in gathering, processing, analyzing, and preserving evidence;
- Skill in interpersonal relations;
- Skill in oral and written communication and interview techniques.

SUPERVISORY CONTROLS:

The Sergeant, Lieutenant, or Captain of the Investigations Division of the Sheriff's Office assigns work in terms of general instructions. Case reports and supplements are spot-checked for accuracy, compliance with department policies and procedures, and the nature and propriety of the final results.

GUIDELINES:

Guidelines include the state criminal and traffic codes, relevant federal laws, county ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY:

The work consists of related technical investigatory duties. The variety of situations encountered and frequent changes in the laws contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this position is to investigate incidents of reported domestic violence and other crimes committed against women. Successful performance helps ensure the protection of community life and property.

PERSONAL CONTACTS:

Contacts are typically with the general public, judges, attorneys, co-workers, suspects, victims, community partners, and law enforcement representatives from federal, state, and local agencies.

PURPOSE OF CONTACTS:

Contacts are typically to give and exchange information, provide services, resolve problems, interrogate persons, and negotiate or settle matters.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light or heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to restrain people and distinguish between shades of color.

WORK ENVIRONMENT:

The work is typically performed in an office, vehicle, or outside. The employee may be exposed to dust, dirt, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has functional supervision over Deputy Sheriffs at crime scenes.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education;
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service;
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act / Peace Officer's Standards and Training Act;
- Possession of or ability to readily obtain GCIC / NCIC certification.

PERSONNEL ACTION CHANGE FORM

EMPLOYEE: HASLEY L. GIPSON DEPARTMENT: 33200

ADDRESS: 6936 OLD WHELCHER RD. EMPLOYEE #: 1001845

DAHLONEGA GA. 30533 SS#: _____

POSITION TITLE: INVESTIGATOR PAY CLASSIFICATION: _____

NATURE OF PERSONNEL ACTION

EFFECTIVE DATE: 05/01/11 DISMISSAL: _____ TRANSFER: _____ FROM: UNIFORM PATROL DIV.
 RESIGNATION: _____ PROMOTED: _____
 RETIREMENT: _____ COLA: _____ TO: CRIMINAL INVESTIGATIONS

4-25-10

(ATTACH LETTER OR RESIGNATION OR REASON FOR SEPARATION)

pay period begin

COBRA INFORMATION

DATE OF NOTIFICATION: _____ EMPLOYEE RESPONSE: Yes: _____ No: _____

CHANGE REQUEST

	CURRENT	NEW	DATE PROCESSED
RATE OF PAY	<u>14.03/hr</u>	<u>16/A</u>	
TAX EXEMPTIONS			
HEALTH INSURANCE			
RETIREMENT			
DISABILITY			
OTHER PAYROLL DEDUCTIONS			

(Attach applicable forms, such as Job/Position Description, Recommendation for Merit Increase, Insurance forms, ect. For change transaction)

SUBMITTED BY: Capt. M. S. [Signature] DATE: 04-28-2010
 Elected Official/ Supervisor/ Employee

APPROVED BY: [Signature] DATE: 4-28-10
 County Manager

PAYROLL UPDATE: [Signature] DATE: _____

* Transfer all salary from patrol to CID

MEMORANDUM OF UNDERSTANDING
For
The S.T.O.P. Violence Against Women Act – Funding FY 2009
Criminal Justice Coordinating Council

Memorandum of Understanding between:

NOA's Ark, Inc.
Lumpkin County Sheriff's Office

Period of the Memorandum of Understanding:

This Memorandum of Understanding will be in effect from this point forward or until a revised Memorandum of Understanding is signed by both parties.

Purpose of the Memorandum of Understanding:

This agreement is for the purpose of establishing a collaborative working relationship between NOA's Ark, Inc. (No One Alone) and the Lumpkin County Sheriff's Office by linking female victims of domestic violence to shelter services after Law Enforcement intervention and/or arrest. This collaboration will lead to greater safety for victims, increased cooperation with the Sheriff's Office, provide immediate help for battered women who need to break away from their abuser and reduce the rates of re-victimization.

Process for Implementation:

- Eligible participants will be female victims under threats of domestic violence;
- The Sheriff's Office will determine eligibility at the time of Law Enforcement intervention and/or arrest;
- The Sheriff's Office will provide names, phone numbers, and addresses of victims who indicate to Law Enforcement that they wish to be contacted by NOA;
- A NOA Domestic Violence Advocate will contact these victims by phone and/or in person immediately after Law Enforcement's intervention;
- The Domestic Violence Advocate will be available to ride with Investigators from the Sheriff's Office to the victim's home to provide follow-up advocacy to the victim and encourage the victim to access shelter services at the request of Law Enforcement;
- The Domestic Violence Advocate will be bound to maintain the confidentiality of the victim unless the victim has signed a release of information.

Eligible Services Include:

1. Follow-up and consultation to all referrals from Law Enforcement;
2. Lethality assessment, safety planning, information and referrals to appropriate community agencies to assist clients;

MEMORANDUM OF UNDERSTANDING

For

**The S.T.O.P. Violence Against Women Act – Funding FY 2009
Criminal Justice Coordinating Council**

3. Crisis intervention and initial evaluation of client's needs;
4. Consultation and follow through for the Temporary Protective Order (TPO) process; assistance with the TPO petition, ex parte hearing, filing and service of the order, referral to the shelter's Legal Advocate for preparation and accompaniment to the second hearing, accompaniment to the pre-trial conferences; subsequent meetings with legal services and court hearings;
5. Assist clients in the understanding of the criminal and civil court system;
6. Provide transportation to court proceedings as needed;
7. Provide information about the Georgia Crime Victims Compensation Program and assist with filing forms;
8. Participation in Family Violence Task Forces in the designated service area;
9. Provide quarterly training to the Sheriff's Office on victimization issues.

Requirements:

- The Lumpkin County Sheriff's Office and NOA's Ark, Inc. agree to meet quarterly to assess the project's progress and challenges;
- The Sheriff's Office will provide names, phone numbers, and addresses of all victims who indicate to Law Enforcement that they wish to be contacted by NOA;
- A NOA Domestic Violence Advocate will contact these victims by phone and/or in person immediately after Law Enforcement intervention;
- The Domestic Violence Advocate will be available to ride with Sheriff's Office Investigators to the victim's home to provide follow-up advocacy to the victim and encourage victims to access shelter services at the request of Law Enforcement;
- The Domestic Violence Advocate will be bound to maintain the confidentiality of the victim unless the victim has signed a release of information.

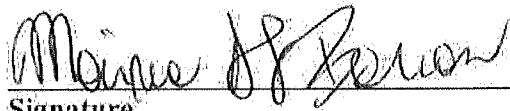
MEMORANDUM OF UNDERSTANDING
For
The S.T.O.P. Violence Against Women Act – Funding FY 2009
Criminal Justice Coordinating Council

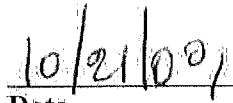
SIGNATURE PAGE

NOA's Ark, Inc.
Lumpkin County Sheriff's Office

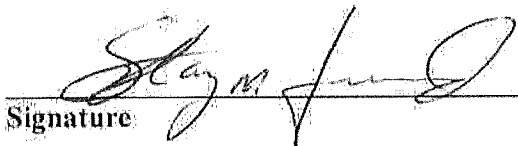
In witness whereof, the parties have hereunto affixed their signature on the dates indicated.

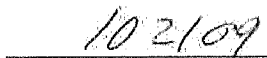
NOA's Ark, Inc.
Marina D. Liberia-Barron, Executive Director

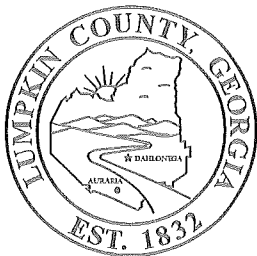

Signature


Date

Lumpkin County Sheriff's Office
Stacy M. Jarrard, Sheriff


Signature


Date



LUMPKIN COUNTY BOARD OF COMMISSIONERS

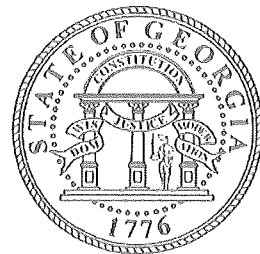
Bill Scott
District 1

Tim Bowden
District 2

Dr. John Raber
Chairman

Clarence Stowers
District 3

Clarence Grindle
District 4



January 18, 2011

Criminal Justice Coordinating Council
Attention: Grants Administration
104 Marietta Street – Suite #440
Atlanta, GA 30303

Re: Subgrant #W10-8-042

Dear Sir or Madam:

I have designated the County's Finance Director, Mrs. C. Allison Martin, as the authorized signature for future submissions of forms and other documents pertaining to the above referenced subgrant award.

Sincerely,

Dr. John E. Raber
Commission Chair

JEF:mwf